

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: USER'S GUIDE**  
**SUBSECTION:**

**Published September 2000**

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**1. Organizational Format.**

The Governing Policies and Procedures of the Board are codified into an outline format structured as follows:

**I. SECTION**

**A. Subsection**

**1. Topic**

**a. Subtopic**

**(1) Paragraph**

**(a) Subparagraph**

**(i) Item**

**2. Pagination**

Pages are numbered using section, subsection and page number within the subsection.

**3. Board Rules**

Rules adopted pursuant to Chapter 52, Title 67, Idaho Code, are published separately by the Department of Administration and are available at <http://www2.state.id.us/adm/adminrules>. Where appropriate, rules which supplement the Governing Policies and Procedures are referred to in the text of the Governing Policies and Procedures.

**4. Subject Location**

A general subject contained in the Governing Policies and Procedures Manual may be located by consulting the "Table of Contents" which lists sections and subsections.

The Board Bylaws concern the organization, procedures, and functions of the Board itself. The Governing Policies and Procedures concern the broad structure, policies, and procedures of internal organization and management for the institutions, agencies, school, office, and department.

**5. Replacement Pages**

The Board's Governing Policies and Procedures are available at the Board's website at <http://www.sde.state.id.us/osbe/board/htm>. As the Board amends or otherwise modifies its policies and procedures, notice will be given by the Office of the State Board of Education to a

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central person at each agency or institution. That person is responsible for downloading and distributing the amended pages to recipients of the policy manual within the institution or agency. Only pages amended or modified will be replaced. Replaced pages should be discarded to avoid confusion. Replacement pages will be identified and should be compared to previously issued pages before discarding any pages.

**6. Memoranda of Clarification**

The Office of the State Board of Education may issue memoranda of clarification in response to particular questions of interpretation.

**7. Terminology and Definitions**

Unless otherwise specified or clearly defined in the particular section or subsection, terms used throughout the Board Governing Policies and Procedures Manual are defined as follows:

**TERMINOLOGY DEFINITIONS**  
**(Adopted by the Board)**

**BOARD:**

Wherever the term "Board" or "State Board" appears, it means the State Board of Education and the Board of Regents for the University of Idaho; the board of trustees for Boise State University, Idaho State University, Lewis-Clark State College, the School for the Deaf and the Blind, the Eastern Idaho Technical College, and any other state educational institution which may be created and assigned to the State Board of Education; the State Board for Professional-Technical Education; the board for the general supervision, governance, and control of the public school system, including the public junior colleges; the board for the Office of the State Board of Education and the State Department of Education, and for any other agency or agencies which may be established and assigned to the State Board of Education; the board with the statutory responsibility for making appointments to the State Library Board and the State Historical Society Board of Trustees; and by statutory designation, the State Board for Vocational Rehabilitation.

**OFFICE:**

Wherever the term "Office of the Board" or "Board Office" or "office" appears, it means the Office of the State Board of Education.

**DEPARTMENT:**

Wherever the term "department" or "Department of Education" appears, it means the State Department of Education.

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**INSTITUTION(S):**

Wherever the term "institution" or "institutions" appears, it means the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College. The public junior colleges may be included by specific reference.

**AGENCY(IES):**

Wherever the term "agency" or "agencies" appears, it means the School for the Deaf and the Blind, the Division of Professional-Technical Education, the Division of Vocational Rehabilitation, the Idaho Educational Public Broadcasting System, and any other agencies which may be established and assigned to the State Board of Education. The State Library and the State Historical Society may be included by specific reference.

**SCHOOL:**

Wherever the term "school" appears, it means the State School for the Deaf and the Blind.

**AGENCIES AND INSTITUTIONS:**

Wherever the term "agencies and institutions" appears, it means the agencies, institutions, school, office, and department. The junior colleges, the State Historical Society, and the State Library may be included by specific reference.